

# Tips for Reviewers

## THE INTERVIEW

**Purpose of the interview:** The reviewer has the chance to ask open ended questions and discuss issues having more than one right answer. As a reviewer, you can see how the candidate thinks about things and how well they adapt to different situations.

- The interview is more interactive than any other tool and therefore your role is crucial.
- Do your best to set the candidate at ease. Use body language to encourage the candidate (leaning forward, nodding your head).
- You may want to encourage the candidate to prepare answers before your discussion.
- Stress confidentiality at the beginning and the end of the interview.
- Allow for a discussion of the answers- there should be give and take in the interview.
- Rephrase the questions if there is any misunderstanding or confusion. Use follow-up questions to guide or redirect the candidate.
- You can use this interview process as a teaching and training tool to give out information and to assess where information is lacking.
- If answer is different than what you were expecting, ask the candidate to explain: "How did you reach this conclusion/answer?"
- You can help build confidence in this process by giving good feedback.
- Be prepared-you may hear some difficult answers to the interview questions. Feel positive the candidate felt safe enough to talk with you.
- When you hear difficult information about your team or about interactions which have occurred, determine what you want to address now and what you may need to discuss later. You can ask the candidate what to do with the new information you receive.
- At the end, give candidate a summary of their progress.
- When developing an intervention plan, involve the candidate as much as possible.
- Have fun with the process!